

North Cumberland Fire District

Meeting Minutes

December 19, 2007

Present: Absent:

Edward LeBlanc, Chairman Brian Campbell

John Aharonian

Robert Audette

Joseph Baglini (arrived 7:25 p.m.)

Matthew Gannon

Paul Lindquist

Robert J. Murray

Others Present:

Rene Gendreau, Chief

Fay Dakake, Clerk

Martin Klara, Tax Collector

Daniel Hamel, Treasurer

Opening

The regular meeting of the North Cumberland Fire District (NCFD) was called to order at 7:00 p.m. on Wednesday, December 19, 2007, by Chairman Edward LeBlanc.

Chief Gendreau reported that Kevin Clarke is doing fine.

A. Approval of Minutes

A motion was made by Mr. Murray, seconded by Mr. Lindquist, to accept the Clerk's Report of November 20, 2007 as written. All in favor. So voted.

B. Treasurer's Report

Treasurer Hamel submitted his report dated December 19, 2007 which included:

- Financial Summary November 2007**
- Tax Collections November 30, 2007**
- Cash Flow Forecast, Fiscal Year 2007-2008**
- Balance Sheet Prev Year Comparison As of November 30, 2007**
- Profit & Loss November 2007**
- Profit & Loss Prev Year Comparison, July through November 2007**
- Profit & Loss Budget vs. Actual, July through November 2007**

A motion was made by Mr. Audette, seconded by Mr. Murray, to accept the Treasurer's Report dated December 19, 2007 as written. All in favor. So voted.

C. Tax Collector's Report

Tax Collector Klara submitted his report dated December, 2007. He noted a discrepancy between his report and the treasurer's report which he attributes to bounced checks that were re-deposited. Chief

Gendreau suggested a second deposit for re-deposited checks for clarification.

A letter was received by the tax collector from Burkhart Development Corporation (copy enclosed) explaining and documenting a recent adjusted tax assessment for the 2007 tax year. This recent adjustment results in a loss of \$4198. in tax revenue to NCFD.

A motion was made by Mr. Audette, seconded by Mr. Murray, to accept the Tax Collector's Report dated December, 2007 as written. All in favor. So voted.

D. Chief's Report

Chief Gendreau submitted his report entitled Monthly Report for November 2007 and highlighted the following:

- NCFD responded to 89 calls in the month of November. This decrease in calls is attributed to a decrease in EMS calls, motor vehicle accidents and fire alarm investigations.**
- Capt. Delisle's shift remodeled the radio room and the computer room.**
- Private Smith replaced the scene lights on the truck that are used to illuminate the scenes they respond to.**
- After the Deputy and Lt. Mitchell attended a vehicle extrication class last June, they met with the Chief to discuss the out-dated extrication equipment on hand. They along with the Chief met with the manufacturer of Holmatro for a demonstration. The new equipment**

provides new technology and a greater degree of safety for NCFD personnel and motor vehicle accident victims. With funding being available in the equipment budget, the equipment was purchased for \$24,996.90. A trade-in was not advantageous. The older piece of equipment will be held for larger incidents where 2 sets may be used.

Mr. Murray asked if a list of proposed capital purchases was created last June. In looking at the 08 Budget, he sees Upgrading & Purchase New Equipment at \$32,000.00. Chief Gendreau noted it as a line item and mentioned an increase in funds (\$20,000.) that came in for reimbursement from a Federal Grant which increased the available funds for the new vehicle extrication equipment. Mr. Murray suggested a policy for capital expenditures over a certain amount that the Board would have to approve.

Captain Delisle and Private Bernardo approached the Chief with the thought of an EMS jacket. Rather than jeopardizing their regular turn-out gear (\$2,000.00) for an EMS call, they are recommending these at \$250.00 each for EMS calls to prevent wear and tear and to avoid the risk of contamination to their turn-out gear.

Captain Delisle explained, currently, when NCFD personnel go out on call, they wear their protocol fire fighting equipment which is bulky

and clumsy and it is exposed to the elements for all calls. This suggested jacket is water repellant and pervious to blood borne pathogens, it is warm and reflective. It is lighter and will save on their gear.

This topic was held for new business.

A motion was made by Mr. Lindquist, seconded by Mr. Murray, to accept the Chief's Monthly Report for November 2007 with bills. All in favor. So voted.

E. Committee Reports

Financial Management, Budget, Taxes

Mr. Murray explained the existence of \$700,000. - \$800,000. discretionary available funds through the end of the fiscal year. His goal is to stagger the investment of those funds such as :

\$400,000. in a 3 month CD with Bank of America

\$200,000. in a 5 month CD with Navigant

**\$100,000. in a 6 month CD with Bank of Rhode Island or Cumberland
Credit Union**

This will leave more than enough cushion (\$400,000.-\$500,000.) in the bank until the end of the fiscal year, when the first larger CD matures.

A motion was made by Mr. Murray, seconded by Mr. Baglini, to transfer funds in the amount of \$400,000. to a 3 month CD with Bank of America, \$200,000. to a 5 month CD with Navigant and \$100,000. to a 6 month CD with Bank of Rhode Island or Cumberland Credit Union. All in favor. So voted.

A motion was made by Mr. Murray, seconded by Mr. Aharonian that any capital expense over \$5,000. should be approved by the Board, unless it is an emergency purchase, in which case the Chief should run it by the Finance Committee as well as the Chairman of the Board. All in favor. So voted.

Apparatus/Buildings/Grounds

Mr. Aharonian reported that the Truck Committee is ready to start investigating and putting together a spec. They have had a number of people in and there has been some discussion regarding the Pierce Truck.

Chief Gendreau noted the inspection and sign off on the septic system by the engineer has been delayed due to the snow. Mr. Johnson has contacted the Chief regarding the location of the septic

system. Chief Gendreau had met with Mr. Johnson prior to the installation of the system and had come to an agreement over its location. He will contact Mr. Johnson to discuss his concern.

The Chief reported the heating system has been put on hold until next fiscal year

Mr. Aharonian suggested the use of an ESCO (Energy Savings Corporation). Combining the need for a new heating system with other possible capital expenditures and determining if it can be done in an energy efficient way to save capital expense and refinancing it back to NCFD.

As Chairman of the Finance Committee, Mr. Murray voiced concern over the uncertain cost of a new truck. He noted the contingency fund with a current balance of \$340,000. that has been earmarked for a new truck. If it is spent, a loan would have to be taken for the balance and there would be no contingency fund left for anything else that may occur.

Discussion ensued regarding the cost and financing of a new truck.

Personnel, Labor Relations

To be discussed in Executive Session.

Mr. Lindquist reminded the Treasurer, Tax Collector and the Clerk of

a time survey due on each position in order for the Personnel Committee to begin work on their business objective to determine appropriate levels of compensation.

Negotiations

No comment.

Labor Management

A new grievance regarding overtime has been filed. Chairman LeBlanc feels this grievance is unfortunate and that it was an ideal issue for the Labor Management Committee to resolve before going to grievance. It will be discussed in Executive Session.

F. Old Business

Septic System

Discussed in the Apparatus/Buildings/Grounds Committee Report.

Fire Department Consolidation

Mr. Lindquist reported the Fire Department Consolidation is dead. The Committee could not resolve the various tax rate issues. Chairman LeBlanc explained it as a constitutional issue. Valley Falls and Cumberland Hill opted out of the merger talks.

Forensic Audit

Not knowing if a forensic audit is necessary, Mr. Baglini's primary concern is establishing written guidelines and protocols to be referenced to by the Board and the taxpayers. He is not satisfied that the unknown bank account issue has been resolved. Mr. Murray explained that banks have the responsibility to send notification on dormant accounts over a certain period of time. The concern is who the addressee is. Mr. Murray asked the Treasurer to view past records to see if anything looks unusual. It was noted that a financial audit was done after Gordon, a past treasurer, passed away. Mr. Murray asked the Chief for a copy of the past financial audit. Mr. Murray explained, you can isolate a forensic audit into any area you want. The problem is getting someone willing to do it at a price that's reasonable.

G. New Business

Airtime Coats

A motion was made by Mr. Audette, seconded by Mr. Baglini, to purchase Airtime coats to be used by the firefighters on EMS calls. All in favor. So voted.

Announcement by Chairman LeBlanc

While reading through old minutes, Chairman LeBlanc realized that he had hired Dave Garrigan to design his own septic system and

Peter Ben to plow his driveway.

Overtime for Tax Collector

The Tax Collector was asked to leave the meeting for this discussion. As previously agreed, Mr. Klara submitted his over time hours (64) worked to process tax payments in a timely manner. During this time, Mr. Klara recorded and deposited well over a million dollars. If paid his average hourly rate of \$23.04 per hour, he will be paid \$1474.66. Discussion ensued regarding the cost of the overtime versus the amount of interest earned and the efficiency factor.

A motion was made by Mr. Lindquist, to pay Marty, as previously agreed, at the figure of \$23.00 per hour, seconded by Mr. Baglini. Mr. Murray made a stipulation to the motion that this is a one time event and that next year alternatives will be looked at. Mr. Lindquist agreed. All in favor. So voted.

H. Public Comment

No comment.

A motion was made by Mr. Audette, seconded by Mr. Murray, and unanimously carried to enter into Executive Session per RIGL 42-46-5 (1) and (2).

Return to Public Meeting

Adjournment

A motion was made by Mr. Murray seconded by Mr. Audette and unanimously carried to adjourn the public meeting 9:10 p.m.

Minutes	submitted	by: Fay	Dakake,
Clerk	_____		
Approved	by: Edward	LeBlanc,	
Chairman	_____		